

**UPPER GORNAL METHODIST CHURCH – LETTING AGREEMENT –General Guidelines
Gornal & Sedgley Methodist Circuit (28/14)**

The Trustees hereby agree to the letting of the Church premises to the group/individual named below subject to the following conditions:

- a) Group leaders/organisers (and all appointed helpers) agree to uphold the principles of Child Protection as set out in the Church’s Child Protection policy document as displayed.
- b) A safeguarding Users Declaration (Form E) is to be agreed and signed by the leader/organiser for regular meetings.
- c) No alcohol is to be brought onto Methodist Church premises (S.O. 922)
- d) Smoking is not permitted anywhere on Church premises (S.O. 923)
- e) No gambling of any kind is to take place on Church premises (S.O. 924)
- f) The church accepts no liability for food prepared on the premises.
- g) All groups meeting on Church premises on a regular basis (i.e. weekly/monthly) are responsible for their own public liability Insurance (Copy to be made available to church)
- h) Where applicable, all groups are responsible for obtaining the appropriate copyright/performing licence regarding the use of TV/Video/Drama/Music.
- i) The premises are to be left in a clean and tidy condition after use.
- j) All fire escape routes are to be kept free from obstructions at all times.
- k) Where applicable, and unless otherwise stated, the Church car park will be openly available, though not exclusively, to those attending the group.
- l) The letting will take place only in designated rooms but with permitted access to the use of kitchen and toilet facilities.
- m) All regular lettings shall be on a trial period of 6 months.
- n) An agreed fee is to be payable to the Church to cover reasonable costs. This figure to be reviewed periodically.
- o) The Church reserves the right to have priority use of the hall on any such occasions as might become necessary. At least two weeks prior notice will be given in writing.
- p) Political meetings may take place on Methodist Church premises but only if they promote informed discussion of public issues in the context of Christian theology and ethics but not if such permission would have a detrimental effect on the peace and unity of the Church and its witness. The Trustees may not sponsor meetings in support of political parties (S.O. 921)
- q) No activity is to take place which may compromise the integrity of the Churches doctrines or beliefs. This includes activities relating to Halloween or Freemasonry (S.O. 928)
- r) In the event that either party wishes to terminate the agreement, one month’s notice shall be given, in writing. The Church reserves the right, however, to cancel the letting at short notice should there be any ethical/moral concerns in breach of this agreement.
- s) The hirer(s) agree to indemnify the Trustees of the said Church in the event of any loss or damage to the premises and in the event of any claim being made by any party for bodily injury or damage arising out of my/our use of the property. **You are strongly advised to take insurance cover to protect your own interests.**

Agreement of Hirer/Group or Activity Name

Address Phone

Signed Date

Date and Time of Meeting Fee £

Agreed on behalf of the Church by

Signed Date

Phone This is a receipt for the fee of £

(One copy to be retained by the group leader/organiser and another by a representative from the Church)